

STATE OF CALIFORNIA

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Date: January 29, 2003

LEAVE ACCOUNTING LETTER # 03-007

To: All Agencies/Campuses in the California Leave Accounting System (CLAS)

From: JOHN R. HARRIGAN, Chief
Personnel/Payroll Services Division

Re: CLAS MANUAL REVISION #2 (INTERNET VERSION)

The internet version of the CLAS Manual has been updated and replaces the current PDF version. The manual can be obtained by accessing the State Controller's Office web site at:

<http://www.sco.ca.gov/ppsd/clas/index.shtml>

After entering the web site, the manual may be accessed by clicking on the 'References' button, then clicking on the 'CLAS Manual' link.

This revision includes the new address for the CLAS web site, the addition of Dock to the Usage Only Benefit listing, corrections to several sample screens, a sample of the new format of the Leave Activities and Balance (LAB) report, and three additional CSU class codes which do not meet the criteria to be on the CLAS.

Vertical revision bars in the right margins indicate additions, deletions, or changes. Revision bars are not inserted for format, page number, or minor grammatical changes. The date of the revision can also be found in the upper right hand corner of the page. Below are the pages being revised and a summary of the revisions by Section:

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Section - LEAVE SYSTEM ELIGIBILITY

Identifies three additional CSU class codes which do not meet the criteria to be on the CLAS.

Section - GENERAL INFORMATION

LAS System Information

CLAS Web Site address updated.

Section - LEAVE BENEFITS

Usage Only Benefits

Credit Adjustment transaction (code 14) added to FMLA.

Section - STATE SERVICE

S16 - State Service Transaction History Inquiry Screen
Position Selection Screen

S50 - State Service Transaction Entry Screen

Corrections made to leave periods on samples.

Section - REPORTS & DOCUMENTS

Leave Activity & Balance Report

Added a sample of the reformatted LAB report.

If you have any questions regarding this leave letter, please contact the Leave Accounting Liaison Unit at (916) 327-0756.

JRH:dk